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PART I

Punjab Government Notifications and Orders

GOVERNMENT OF PUNJAB

DEPARTMENT OF INDUSTRIES AND COMMERCE

(Industries-Branch)

NOTIFICATION

The 19th May, 2025

Endst. No. IND-INDUOMISC/55/2025-SA-2/326.-The Council of Ministers in its meeting held on 09.05.2025 has considered the policy for processing of Clubbing/ De-Clubbing cases of plots under the jurisdiction of PSIEC and approved the same as hereunder:-

POLICY FOR CLUBBING/DE-CLUBBING OF PSIEC PLOTS

Objective

To provide a standardized, transparent, and efficient process for the clubbing or de-clubbing of plots under PSIEC, ensuring compliance with legal, financial, infrastructural, and zoning requirements while facilitating Industrial growth and optimal land use.

Scope

This Policy applies to all applications for clubbing or de-clubbing of adjacent/ Contiguous plots under the jurisdiction of PSIEC including Plots of PICTC, Directorate of Industries and PSIDC notified to be transferred to PSIEC under 22.12.2017 and 27.11.2020 notifications (hereinafter PSIEC Plots) except sheds/ booths.

Definitions

- I. Clubbing: The amalgamation of two or more adjacent/ contiguous plots into a single entity.
- II. De-clubbing: The division of a previously clubbed plot into separate entities (as per original layout plan before clubbing).
- III. Applicant: The individual or entity/ authorized representative owning the plots or, in the case of a company, the Director applies for clubbing/de-clubbing.
- IV. Competent Authority: The Managing Director of PSIEC or any officer designated by MD, PSIEC.

Necessary conditions for Clubbing/De-clubbing:

- (a) The ownership for proposed plots to be clubbed/de-clubbed shall be the same.

- (b) In case of Clubbing of Industrial Plots, the end product of manufacturing shall be the same.
- (c) The proposed clubbed plots should be on the same pattern i.e. free hold OR lease hold.
- (d) The proposed plots shall have executed lease deeds/ conveyance deeds.
- (e) Only adjacent plots shall be considered for clubbing. Plot must be contiguous (laterally in a row or back-to-back) without any intervening property, service lines, or public spaces.
- (f) The clubbing / de-Clubbing of only those plots shall be considered which shall not affect the amenities like sewerage, water supply line, electricity lines etc.
- (g) All applicable dues as on date should be paid upto date.

PROCESS

Step 1: Filing of Application

(a) Submission:

The applicant shall submit a formal application for clubbing or de-clubbing in prescribed format/ via PSIEC online portal or at the designated PSIEC office.

Required documents:

- I. Application form (**Format-‘X’**).
- II. Ownership proof (e.g., allotment letter, registered lease deed/ conveyance deed or sale deed) for all plots.
- III. Director’s affidavit (in case of a company) confirming uniform ownership/directorship for all plots.
- IV. Site plan showing the plots’ boundaries and contiguity.
- V. Self-attested declaration of no pending dues as on date.
- VI. Payment receipt of the non-refundable processing fee of **Rs. 5000/-**.

(b) Acknowledgment:

Upon receipt of the application an acknowledgment of Diary Number will be issued by Central Diary Section and mark to CGM (Estate) office on the same day, if received physically or automatic acknowledgement no. granted by portal on submission of application.

Step 2: Forwarding to Estate Branch for Ownership Verification

(a) Assignment:

The application is forwarded to the Estate Branch within 03 working days of acknowledgment.

(b) Verification:

The Estate Branch shall verify:

- I. Ownership record and consistency (same individual/entity or director across all plots).
- II. Contiguity of plots (lateral or back-to-back without intervening property).
- III. Validity of lease deeds/allotment letters and compliance with original terms of allotment.
- IV. Presence of litigation or violations (e.g., zoning violations & unauthorized construction etc.) if any.
- V. Required documents cross-checked:
- VI. Plot boundary verification using GIS records or site inspection if needed.

(c) Report:

- I. The Estate Branch shall prepare a verification report within 7 working days including obtaining report from Estate Accounts Section and forward to the Planning Section, if no discrepancies are found.
- II. If discrepancies are found (e.g., ownership mismatch), the applicant shall be notified to rectify within **45** days of issuance rectification letter, failing which the application shall be rejected.

Step 3: Forwarding to Estate Accounts Branch for Financial Assessment**(a) Financial Assessment:**

Upon clearance from the Estate Branch, the application is forwarded to the Estate Accounts Branch.

The Estate Accounts Branch shall check:

- I. Outstanding dues (e.g., lease rent, maintenance charges, penalties etc.).
- II. Applicability of the clubbing/de-clubbing fee: 1% of the current reserve price of the total area of plots involved or maximum Rs. 50 lakh, whichever is less.
- III. Calculation of the clubbing/de-clubbing fee based on the total area and current reserve price.
- IV. Example (@1% of value as per current reserve price of total area of the plots to be clubbed/ De-Clubbed e.g. if two plots of 500 sq. yards are being clubbed and current reserve price of the area where plot falls is Rs.10,000/- (CRP) then fee will be charged as $500+500=1000 \times 10000=1,00,00,000/-$ & fee will be the 1% of the value i.e. Rs.1,00,000/- and the same condition is applicable on De-Clubbed plots OR maximum Rs. 50 lakh, whichever is less).

(b) Communication of Dues/ Required Fees (if earlier not paid):

The Estate Accounts Branch shall convey any pending dues to concerned zone and zone shall issue a demand notice within 5 working days to the applicant for payment of dues and fees.

Applicant shall clear all dues before sanction of clubbing/de-clubbing request.

(c) Verification of Payment:

Upon payment, the Estate Accounts Branch shall update the records and shall convey to the concerned zone within 3 working days.

Step 4: Forwarding to Planning Branch for Land Use and Technical Assessment**(a) Assignment:**

Upon issuance of demand notice by Estate Branch, the application shall be forwarded to the Planning Branch within 3 working days.

(b) Assessment:**The Planning Branch shall examine and verify the following:**

1. Access/entrance shall not be allowed from sector road.
2. The internal development of Clubbed plot(s) shall be the sole responsibility of the plot holders at their risk & cost.
3. The clubbing / de-Clubbing of only those plots shall be considered which shall not affect the Estate services like sewerage, water supply line, electricity lines etc.
4. The clubbing / de-Clubbing of plots shall be considered after examining the technical feasibility of the plot(s).
5. The plots clubbed / de-clubbed shall be governed by the building bye laws, as applicable w.r.t. size, shape, area, gate, zoning of plot etc.
6. The clubbed plots can only be de-clubbed in accordance with the original layout plan.
7. Allottee(s) shall keep position of entry gate of de-clubbed plot separately as per zoning plan prescribed by PSIEC.
8. The plot once clubbed shall be governed as a Single plot for Ground coverage, FAR and setback (except setback of 250 and 500 Sq. Yards plot) purposes with the provision of one main entry gate only.
9. Environmental Compliance: Applicability of EIA or other guidelines if the new area exceeds thresholds as prescribed by Govt. from time to time.

10. Allottee(s) shall submit fresh building plan of each clubbed / de-clubbed plot as per building bye laws / zoning regulations prescribed by PSIEC for its approval alongwith prescribed fee & documents thereof.
11. The original terms & conditions of allotments / transfer / Lease deed / Conveyance deed of clubbed / de-clubbed Industrial plots shall remain the same and cannot be changed.
The Planning Branch shall process the case and recommendations shall be forwarded to the Estate Branch within 7 working days.

Step 5: Issuance of Final Order**(a) Review by Competent Authority:**

Estate Branch shall submit the case file to the Competent Authority after verifying deposition of pending dues for appropriate decision within 05 working days.

(b) Issuance:

Upon approval, the Estate Branch shall issue the final order of clubbing/de-clubbing alongwith copy to Planning Wing within 3 working days which shall be communicated to applicant via online portal and registered Email/Post.

The order includes:

- Updated plot number(s) and area.
- Revised terms and conditions (e.g., zoning, FAR, gate requirements etc.) if any.
- Requirement for the applicant to submit a revised building plan for approval.

Step 6: Post-Approval Compliance**(a) Building Plan Submission:**

- The applicant shall submit a revised building plan based on the new terms & conditions as per clubbing/de-clubbing letter.

(b) Cancellation Clause:

The Managing Director reserves the right to cancel the clubbing/de-clubbing approval for non-compliance of any applicable conditions or misrepresentation, with prior notice to the applicant.

(C) Appeals:

Applicants may appeal against rejections OR decision of competent authority to the Managing Director within 90 days (**Format-‘Y’**).

(d) With the introduction of this new policy, all previous policies governing the clubbing and de-clubbing of plots stand repealed. However, notwithstanding such repeal, all approvals granted, actions taken, or proceedings initiated under the earlier policies, including the clubbing and de-clubbing of plots, shall remain in force and continue to be valid as if this new policy had not been enacted, unless expressly modified or revoked under the provisions of this policy.

(e) Notwithstanding anything contained in the policy therein, the BODs of PSIEC shall be competent to make all/ any changes as it deems fit based on issues that arise from time to time. Larger policy issues may be examined at appropriate level.

The Minister In-charge of Department of Industries & Commerce, Punjab is hereby empowered to amend the policy at his level in case of need."

FORMAT-'X'

To

The Managing Director,
Punjab Small Industries & Export Corporation Ltd.,
UdyogBhawan Sector-17-A,
Chandigarh-160017.

Subject: Application for clubbing/ de-clubbing of Plots.

Sir,

I, _____ (Name of the applicant), allottee of Plot Nos. _____, _____ situated in Industrial Focal Point / Growth Centre (Detail of Property) _____. I have applied for clubbing/de-clubbing of following plots:

- (i) Plot No.: _____ Size of Plot(as per possession): _____
Name of Allottee/Firm: _____
Name of Manufacturing item: _____
- (ii) Plot No.: _____ Size of Plot(as per possession): _____
Name of Allottee/Firm: _____
Name of Manufacturing item: _____
Same detail of plot(s) in case more than 2 plots to be clubbed/de-clubbed.
- (iii) List of Enclosures:
- (iv) Description (if any):

I have also applied the request of clubbing/de-clubbing of aforementioned plot on Estate Management System. Copy of EMS application enclosed herewith.

Dated: _____

Signature of the Applicant

Name: _____

Registered email id: _____

WhatsApp No: _____

FORMAT-'Y'

To

The Managing Director,
Punjab Small Industries & Export Corporation Ltd.,
UdyogBhawan Sector-17-A,
Chandigarh-160017.

Subject: Application for appeal against rejection/cancellation of clubbing/ de-clubbing of Plots request.

Sir,

I, _____ (Name of the applicant), allottee of Plot No. _____ situated in Industrial Focal Point / Growth Centre (Detail of Property) _____. I have applied for clubbing/de-clubbing of following plots vide application dated: _____:

- (i) Plot No.: _____ Size of Plot(as per possession): _____
Name of Allottee/Firm: _____
Name of Manufacturing item: _____
- (ii) Plot No.: _____ Size of Plot(as per possession): _____
Name of Allottee/Firm: _____
Name of Manufacturing item: _____
Same detail of plot(s) in case more than 2 plots to be clubbed/de-clubbed.
- (iii) Rejection/Cancellation Order Details (Reference No., Date): _____
- (iv) Grounds for Appeal: _____
- (v) List of Enclosures: _____
- (vi) Description (if any): _____
Dated: _____

Signature of the Applicant

Name: _____

Registered email id: _____

WhatsApp No: _____